The Process for Establishing a Local Historic District

Citizens ask local legislative body to adopt a resolution to approve a historic district study



Local legislative body appoints a Historic District Study Committee



Study Committee performs photographic inventory and research



Study Committee evaluates resources using National Register of Historic Places criteria

Study committee prepares a preliminary historic district study committee report according to Section 3 of PA 169



Study Committee officially transmits report to local planning board, SHPO, Michigan Historical Commission and State Review Board



At least 60 days after the official transmittal of the report the Study Committee holds a public hearing



Study Committee has up to 1 year after the public hearing to submit a final report to the local legislative body

Local legislative body votes to approve or reject the proposed historic district



A historic district ordinance must be adopted and a historic district commission appointed at the time the historic district is approved



Property owners apply to Commission for a Certificate of Appropriateness (COA) before undertaking work in the historic district